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4 November 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training
4 November 1965

1. Operations School

Support Services Course No. 2. This Course is in its second week and appears to be a much better course than its predecessor. This can be attributed to the new approach being taken in the training schedule as well as the effective manner in which the course was started. The initial presentation by Alan Warfield, substituting for the DD/S, as well as a short briefing given by [REDACTED], set the proper mood for the course. Students appear to be taking well to the newly introduced management training and Grid instruction.

Project USEFUL. On 29 October, [REDACTED] met with Chris [REDACTED] War Plans Staff/DDP, to review the War Plans Staff draft of their report to the DD/S on their survey of the DDP and the Military Establishment regarding the value of Project USEFUL. We are preparing a memorandum for the DD/S based on our survey of the DDS, DDI, and DDS&T.

Training in Clandestine Communications. On 28 October [REDACTED] and EE Division began the second running of a joint training program in

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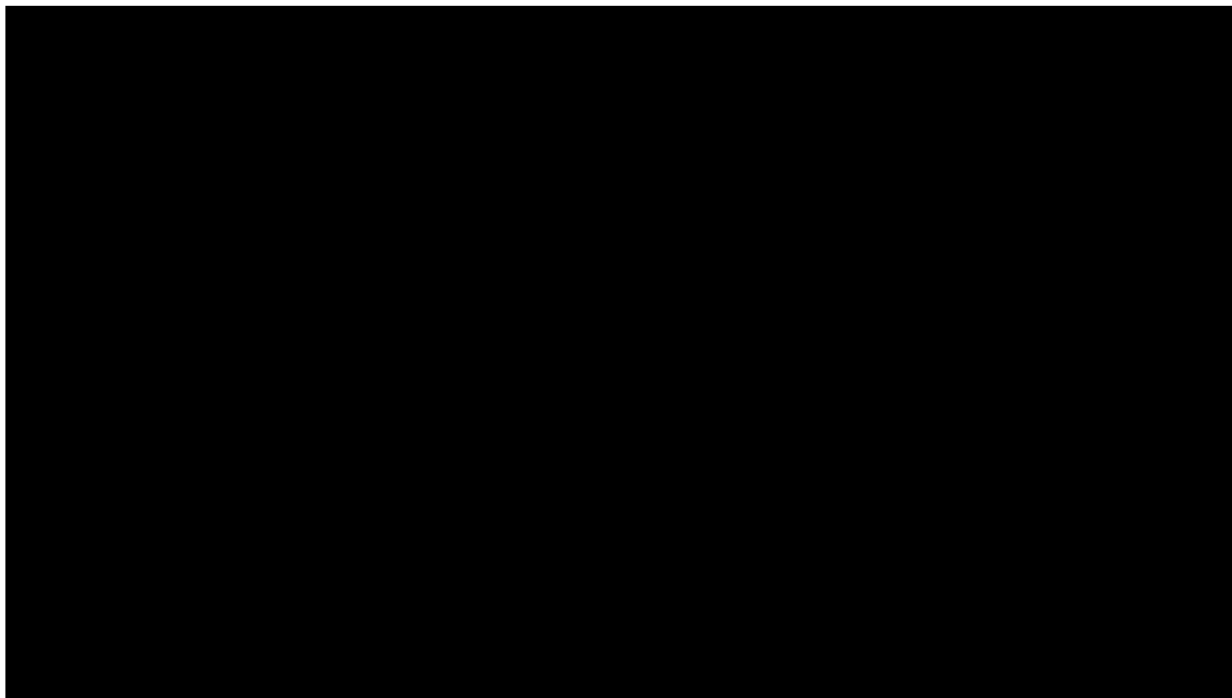
25X1A [REDACTED] for case officers, wives and secretaries assigned to stations in Eastern European satellites.

2. Registrar Staff

Management Sciences Training. [REDACTED] met with officers from ORR on 25 October to discuss ADP training. This group feels less strongly about an orientation course given internally than other officials with whom Ben had talked. They felt that little could be accomplished in one day and recommend consideration of a two-phase program divided into a three-day and a five-day package. [REDACTED] one of those attending, felt that orientation training could be accomplished through the IBM orientation program and other orientation programs offered in the area.

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OTR Attendance. Internal training attendance for the week of 25-29 October 1965 was 593 employees; external attendance was 429.

3. Intelligence School

Reading Improvement Machines. Details are being worked out on the installation of two new reading improvement machines in the language laboratory, Headquarters Building. When the installation is completed an OTR Bulletin will be issued to announce the availability of the equipment for use.

Request from University of Maryland for an Agency Speaker. On 28 October a Mr. Fox who identified himself as chairman of his dormitory discussion group, University of Maryland, phoned [REDACTED] to request that an Agency speaker appear before the dormitory group to discuss the activities of the Agency. It was suggested to Mr. Fox that his request be submitted in writing to the DCI. [REDACTED] explained to him that the Agency receives many requests of this kind and that thus far we have not been able to accommodate them, and with few exceptions our general policy has been to confine our briefings to U. S. government groups. [REDACTED] checked with the Public Affairs Office and found that Fox had been referred to him by [REDACTED] of the Public Affairs Office.

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Intelligence Review Course. The Intelligence Review Course (11)

got off to a very promising start at 1000 Glebe with 35 students enrolled plus one employee from the Office of the DD/S who is auditing the course.

Opening day speakers included [REDACTED] Chief of the China Division/

OCI, [REDACTED] On the second day the DIA

Production Center presentation was given by [REDACTED]

Chief of the Center. He was preceded by [REDACTED]

Asst. Chief of Staff for Plans and Programs, who gave a much needed overview of DIA. [REDACTED]

during the coffee break between their separate presentations and [REDACTED]

reports that both men appeared to have a most friendly attitude toward the Agency and that both obviously appreciated having been invited to speak.

Ordinance Officer Career Course. On 27 October [REDACTED]

addressed a group of about 150 officers attending the Ordinance Officer Career Course at Aberdeen, Md. on "The Role of the Central Intelligence Agency." This was a middle level officer group (captains and majors) with little or no intelligence background, and they seemed to be appreciative of the opportunity to have a number of misconceptions cleared up about the Agency's role in our national security structure.

AID Orientation Course. Larry also gave a talk before the AID Orientation Course on 29 October. Mr. Ashcanese, Chief of Orientation

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Training of AID, mentioned that the number of trainees processing for overseas assignments is running about 2 1/2 times more than last year, with the greatest number going to Vietnam.

Management Training. On 27 October [REDACTED]

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[REDACTED] of the Management Faculty talked informally with John Clarke about the future of management training and about the future use of the Managerial Grid Program. John was in the first Senior Grid Seminar and has been interested in it ever since. He feels as we do that the time is approaching when a top level decision will have to be made regarding the extent to which the Agency is to invest time, money and people in executive training, management improvement and organizational development. He suggested that [REDACTED] get informal readings from others who have taken the Senior Seminars and that further readings be obtained from the DD/S as well as from Col. White.

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4. Career Training Program

Fifteen of the 260 Career Trainees currently enrolled in the Program have been identified as draft eligible. It appears quite probable that six of these eligible will not be called for various reasons. We plan to brief all of the CTs on the Agency's policy on deferments and the alternatives open to them including the Agency sponsored program. Wherever practical, we will try to enroll those, who are going to be called up, in one of the Agency's military programs.

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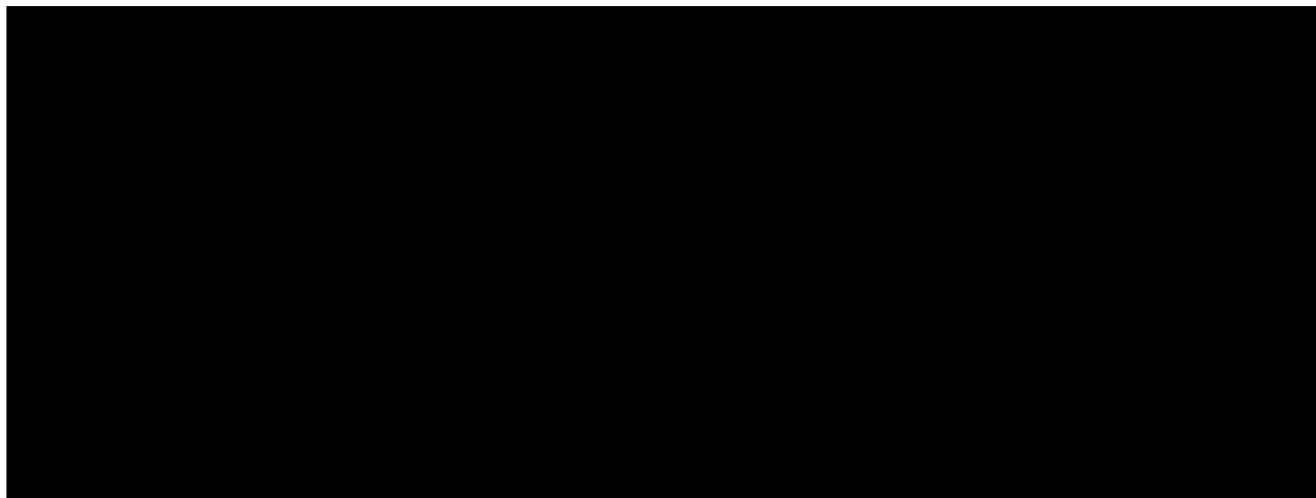
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5. Language Training School

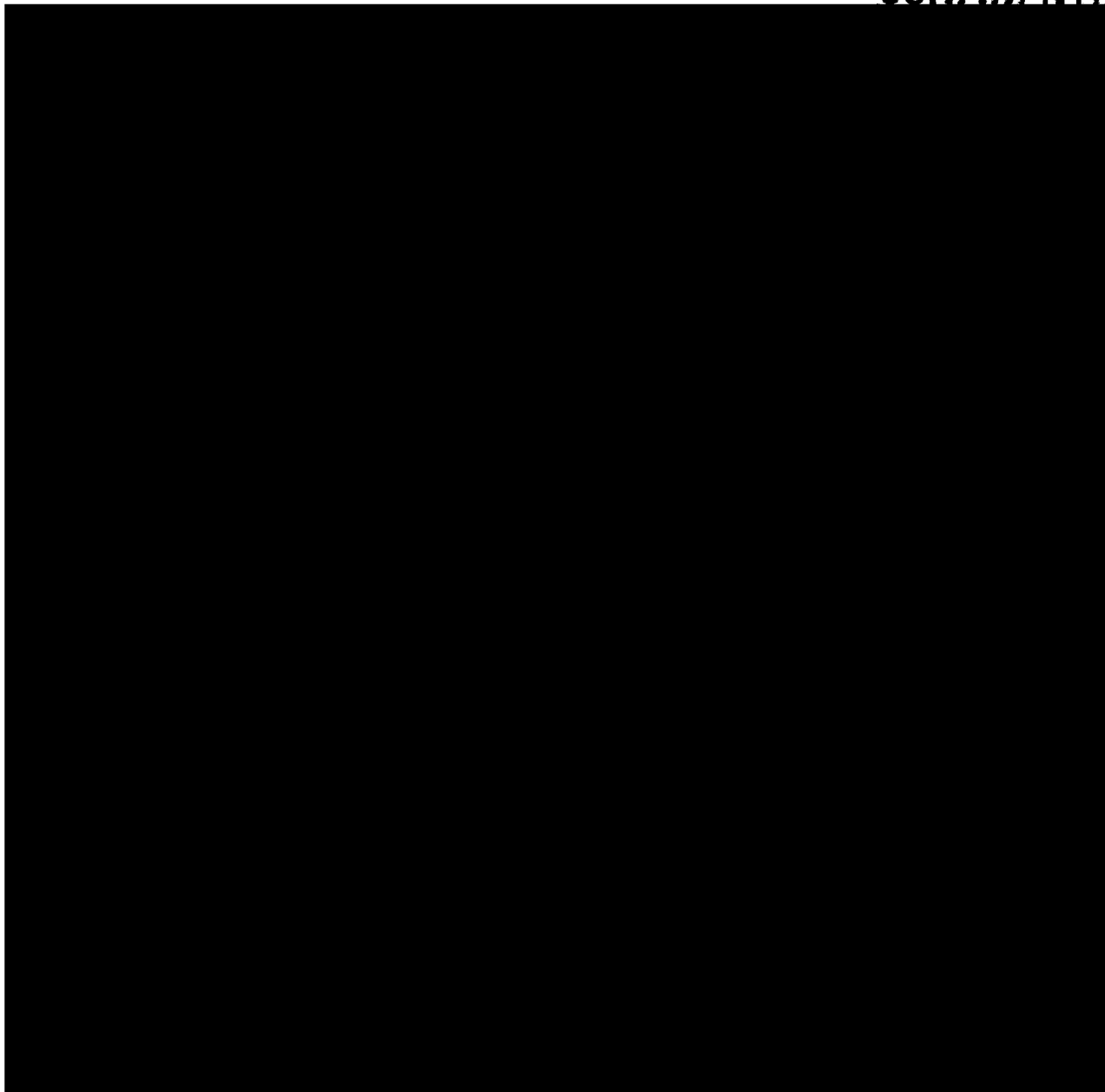
Japanese Language Training. As a result of a request from the co-workers of [REDACTED] a special Japanese Language Course was started on 29 October. [REDACTED], LTS, will be acting as the linguist and [REDACTED] as the native speaker. Instruction is to be given every Friday, and will take place after normal duty hours. This is the first indication within the last two years that anyone on the [REDACTED] is concerned about learning the Japanese language. Two years ago a part-time course in Japanese was discontinued because of lack of interest by those attending. At that time the Branch Chief explained that the students were too busy with their official duties to engage in extensive study necessary to learn Japanese.

Training in the Romance Languages. Enrollment in Romance language courses, which has been relatively low the last two months, is beginning to pick up. Full-time basic programs in Italian, Portuguese, and Spanish as well as full and part-time programs in French are being organized.



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Administration Building--Air-conditioning Problems. The Station has had little success in its attempts to get the Carrier Corporation which manufactured and installed the air-conditioning equipment in the Administration Building to make necessary modifications in the cooling tower. The Public Works officer contacted the Koppers Company, a national

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manufacturer of cooling tower equipment, but Koppers referred him back to Carrier. He has likewise been unsuccessful in his attempts to obtain help from other air-conditioning companies. He is now considering the possibility of constructing a second cooling tower which would be used as the primary unit, with the original tower as a standby.

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MATTHEW BAIRD
Director of Training

Attachment - Special Training in Support of the Vietnamese Effort

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